

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Information Specialist

Revision Date: 09/04
EEO Code: Admin. Support
Status: Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Assistant Director of Public Works, performs technical activities for the Department which includes database management, coordination of right-of-way excavation permits as well as varied administrative duties including dispatching.

III. Essential Duties:

- Performs duties as Excavations Permit Officer: Coordinates the permit process between City representatives and contractors including collection of fees. Maintains contractor database ensuring that bonds and insurance are current. Tracks permit status from job start to completion.
- Uses ArcView GIS (Geographic Information System) to generate maps used by field personnel for data collection and for special reports. Assists the GIS Coordinator with field data collection and reports.
- Conducts daily file server backups. Coordinates resolution of computer software, hardware, and telephone problems with technicians.
- Monitors data entry into the Fleet Management System to ensure the integrity of the database. Uploads state fuel transactions and posts the information into the Fleet database. Conducts spot inventory of the Fleet warehouse and reconciles the database. Coordinates monthly closeout of the Fleet Management System. Prints and reviews various management reports. Responsible for installing software upgrades and working with the vendor to resolve program errors.
- Performs various customer service duties including responding to citizen inquiries both telephone and walk in.
- Performs occasional dispatching duties for field crews in various departments, including handling radio traffic, data input, and coordination between City department and outside entities.
- Performs various administrative and clerical duties including typing correspondence and other department documents, filing, and record keeping.
- Provides back up for other dispatch and administrative positions as needed.

IV. Marginal Duties:

- Performs various other administrative and clerical duties as needed, including purchasing, cash receipts, payroll, and website updates.

V. Qualifications:

Education: Associates degree in business or general studies required.

Experience: Two years of office administrative or business experience with demonstrated competence; experience in the operation of a personal computer and general office software including Excel, Access, and PowerPoint; possession of a valid Utah operators license required.

Knowledge of: Correct English usage, spelling, vocabulary, and arithmetic; general office practices, procedures and equipment; knowledge of road excavation process, including permits, insurance, and bond requirements.

Responsibility for: The exercise of discretion and judgement in dealing with the public and contractors under adverse conditions; directing people to the proper individuals for the resolution of concerns; responsibility for the care, condition, and use of computers, telephones and other office equipment.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; contact with other departments requiring tact and good judgement to avoid friction; contact with the public presenting data that may influence important decisions.

Tool, Machine, Equipment Operation: Regular use of a computer, calculator, printer, copier, fax machine and telephone.

Analytical Ability: Able to give clear, concise instructions, and organize tasks and assignments.

VI. Working Conditions:

Consistent mental effort is required daily. Moderate mental pressure and fatigue during a normal day due to concerns from the public, on-going deadlines, and multiple duties.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____